



2.15 Board Job Descriptions.

A) President

The President is both an Officer of the Board of Directors and chairs the Executive Committee. The President is responsible to make sure the Executive Committee meets its obligation to prepare an annual budget, the handling and distribution of funds, and the preparation and presentation of regular financial statements to the Board of Directors. The President is responsible for sitting on the KinkFest Committee.

- Attend a minimum of 75% of monthly board meetings.
- Attend a minimum of 80% of Executive Committee meetings.
- Oversee agenda for monthly Board meetings, sending out agenda to the Board 2 weeks before meeting for editing and discussing. Agenda to be completed and to membership 1 week before Board meeting.
- Preside over all meetings of the membership and Board of Directors.
- Traditionally the President votes last to not influence board decisions.
- Monitor and assist Board Members with tracking the completion of assigned tasks and responsibilities in a timely manner.
- Act as the spokesperson of the Portland Leather Alliance, subject to guidelines established by the Board of Directors.
- Appoint Committee Chairpersons and Directorships from among the elected Officers and Members-at-Large, pending approval by a majority vote of the Board.
- Sign all contracts on behalf of the PLA.
- Review and track other Board Members' completion of assigned tasks.
- All Board Members uphold their position as priority over all other responsibilities for advisory committees or KinkFest Committee which are not to impede the responsibilities of the Board Member
- Create and maintain succession document for the position, including workflow, contacts, etc. for incoming and future Presidents.

B) Vice President

The Vice President is an officer on the Board of Directors.

The Vice President is responsible for acting in the President's place during any absences and as a liaison to all committees within the PLA.

- Attend a minimum of 75% of monthly board meetings.
- Act as the President in the President's absence at any membership or Board of Directors meeting.
- Serve as the liaison to all standing and special advisory committees. This includes:
 - make sure Committee meeting minutes are collected and shared with the Board promptly.
 - ensure Committee Chair maintains Succession packets in designated document storage.
- Facilitating communication between Committees as needed.
- Vice President shall be a member of at least one Standing Committee.
- Track who has copies of keys to the PLA storage facility and mailbox
- Organize general membership meeting and encourage members to participate in elections.
- All Board Members uphold their position as priority over all other responsibilities for advisory committees or KinkFest Committee which are not to impede the responsibilities of the Board Member
- Assume such other duties as determined by the Board of Directors.
- Create and maintain succession document for the position, including workflow, contacts, etc. for incoming and future Vice-Presidents.

C) Treasurer

The Treasurer is both an officer on the Board of Directors and sits on the Executive Committee. Act as the liaison between the Board and bookkeeping and tax professionals.

- Attend a minimum of 75% of monthly board meetings.
- Attend a minimum of 80% of Executive Committee meetings.
- Create annual budget and present it to Board and Membership at July's meeting.
- Make sure all invoices and bills are paid in a timely manner, including reimbursements for authorized expenses.
- Bring budgets to all board meetings to update with any approved changes.
- Present at a board meeting profit and loss (by class) once each quarter. Provide a copy to membership via online portal.
- Present bank balances at board meetings.
- Create a system for Cash Box use at events where cash is exchanged, this includes:
 - designate a responsible party for safeguarding.
 - transaction balance sheet (Cash Daily Sheet).
 - reconciliation of cash receipts.
 - deposit cashbox contents to the bank within 2 weeks following an event where cash is collected.
 - ensure sufficient change available in the cashbox.
- Be an authorized signature on any checking/savings account of the Portland Leather Alliance.
- Maintain a log of all cardholders and bank account signers approved to utilize PLA credit/debit cards for purchases related to organizational needs.
- Audit cardholder and bank account signers' logs every quarter and/or when there is a change to the Executive Committee membership
- Act as Co-Treasurer and oversee the transfer of accounts and responsibilities upon vacating the position of Treasurer for a period of 30 days or as needed to complete required transfers
- Documentation of any income that might be considered Unrelated Business Income, per IRS regulations.
- Ensure all required insurance policies remain in effect.
- Ensure that tax and bookkeeping professionals meet all deadlines and requirements. Coordinate communication flow between them as needed.
- Ensure PLA activities do not risk our tax-exempt status.
- Maintain all financial records and accounts of the Portland Leather Alliance.
- Track outstanding checks.
- Present at all regular Board meetings a financial report of the affairs of the Portland Leather Alliance, including any relevant documentation.
- Treasurer may choose to, but is not required, to be on a standing committee or the KinkFest committee.
- All Board Members uphold their position as priority over all other responsibilities for advisory committees or KinkFest Committee which are not to impede the responsibilities of the Board Member
- Assume such other duties as determined by the Board of Directors.
- Create and maintain succession document for the position, including workflow, contacts, etc for incoming and future Treasurers.

D) Secretary

The Secretary is both an officer on the Board of Directors and sits on the Executive Committee. They are responsible for overseeing the administrative functions of the organization.

- Attend a minimum of 75% of monthly board meetings.
- Attend a minimum of 80% of Executive Committee meetings.
- Provide all notices required by the Portland Leather Alliance for all meetings.
- Keep minutes of all membership and Board of Directors' meetings and send minutes out to the board in 7 days. The Board has 7 days to respond. Subsequent edits are done in 24 hours, with 24 hours for the Board to respond.
- Maintain attendance records for meetings, individually for Board members and totals for membership and community members.
- Email to the membership the draft minutes of all board meetings and membership meetings no later than 21 days after the meeting.
- Responsible for storing and maintaining documentation of all meetings (written, audio, video, or other) in designated document storage in a structured and organized manner. Work with IT support and Archivist as needed.
- Collect, read, and deliver in a timely and responsible manner all physical correspondence mailed to the Board of Directors within 2 weeks after the Board meeting. If physically unable to collect mail, designate an authorized alternate.
- Monitor and respond to emails sent to official PLA email addresses assigned to the Secretary promptly. At a minimum, respond within 48 hours.
- Log and document any reciprocal agreements with other organizations.
- Log and document any special offers for PLA membership agreements with businesses.
- Secretary may choose to, but is not required, to be on a standing committee or the KinkFest committee. All Board Members uphold their position as priority over all other responsibilities for advisory committees or KinkFest Committee which are not to impede the responsibilities of the Board Member
- Assume such other duties as determined by the Board of Directors.
- Create and maintain succession document for the position, including workflow, contacts, etc. for incoming and future Secretaries.

E) At-Large

- Attend a minimum of 75% of monthly board meetings.
- Regularly attend a minimum of 4 community events annually to represent the PLA in the Leather/SM/Fetish community at large. "Community events" may include munches, community groups, or special interest groups not hosted by the PLA.
- Attend PLA hosted events whenever possible.
- Serve as outreach and liaison between PLA members and the rest of the Board.
- Volunteer for standing committees.
- At-Large Members may choose to but are not required to be on the KinkFest committee
- All Board Members uphold their position as priority over all other responsibilities for advisory committees or KinkFest Committee which are not to impede the responsibilities of the Board Member
- Assume such other duties as determined by the Board of Directors.